



# MERIT PROMOTION JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 08-577  
**Position Title:** **Supervisory Accountant**  
**Series and Grade:** PG-0510-14  
**Salary Range:** \$98,033 – \$127,442 PA  
**Promotion Potential:** None  
**Opening Date:** 05/06/08  
**Closing Date:** 05/19/08  
**Location of Position:** Finance and Administration  
Office of the Controller, Financial Reporting  
Washington, D.C.  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 1  
**Who May Apply:** Permanent GPO Employees

## **MAJOR DUTIES:**

The incumbent is a GPO financial management expert who oversees complex financial accounting functions and supports critical financial reporting functions of the Agency. The incumbent performs the full range of supervisory duties to include planning, directing, and integrating the efforts of a diverse subordinate staff. Maintains critical accounting information in the general ledger, subsidiary ledgers, and other financial management systems. Conducts and/or reviews account reconciliations, trend analyses, major variance analyses, special analyses, and researches discrepancies and account differences. Prepares, reviews, and/or issues cyclical financial management reports such as income statements, balance sheets, and statements of cash flow, contribution margin reports, cash management reports, and other reports required by management. Conducts and/or oversees research and analyses to produce special financial reports for GPO officials, the Office of Inspector General (OIG), the U.S. Government Accountability Office (GAO), Congress, and others. Participates in the preparation of the GPO annual consolidated financial statements and the monthly CFO Financial Information Package. Recommends improvements and participates in enhancements of financial management systems and interfaces. Manages the organization's workload to insure accurate and timely performance of work by all employees. Serves as the acting Director in absence of the Director.

## **QUALIFICATIONS NEEDED:**

### **Basic Requirements:**

- 1) A bachelor's degree, that included or was supplemented by at least 24 semester hours in accounting. The 24 hours may include 6 hours of business law; OR
- 2) At least 4 years of experience in accounting and **one** of the following: 24 semester hours in accounting or auditing courses which can include up to 6 hours of business law; or a certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or completion of the requirements for a degree that included substantial course work in accounting or auditing,

e.g., 15 semester hours provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and or related and underlying fields that is normally associated with successful completion of the 4-year course of study; and (c) the applicant's education, training, and experience fully meet the specified requirements.

**In addition to the above basic requirements:**

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience would include work in the accounting field and/or a field that is closely related such as auditing, budgeting, or financial management and has given the applicant the particular knowledge, skills, and abilities to successfully perform the job. In addition, applicants **MUST** also have:

**All qualifications must be met by the closing date of this announcement and unless you have previously been employed by the Federal Government as an accountant you must verify completion of the basic education requirement by submitting a copy of your official college transcript with the application. Failure to do so will result in a loss of consideration.**

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

**Knowledge, Skills, and Abilities (KSAs) required for this position:**

1. Professional knowledge of accounting and auditing principles, concepts, practices, and financial reporting standards for business and government. Knowledge of trends and current development in accounting.
2. Knowledge of computerized financial systems, interfaces, and management controls over system input, processing, and output.
3. Ability to apply knowledge of GPO, Treasury, GAO, OMB, and the Office of Personnel Management (OPM) regulations pertaining to financial accounting and Government reporting. Knowledge of accounting requirements in Title 44 of the U.S. Code.
4. Ability to plan, organize and direct the work of employees.
5. Ability to communicate effectively both orally and/or in writing.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

**STEP 3:** Prepare separate narrative responses to each of the KSAs listed in this announcement.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

HC Operations  
Aisha L. Maxwell  
Phone: (202) 512-0666  
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**